

# JITHIN BABU



## Contact

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**Date of birth**

9/11/1996

**Nationality**

Indian

<https://www.linkedin.com/in/jithinbabu->

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## Languages

English

Tamil

Malayalam

## Software

Ms office

(vlookup, mis, excel, office, powerpoint )

## Interests

Travelling

Photography

## Passport & Visa

Passport Number: [S4181327](#)(Expiry-17/06/2028)

## Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills..

## Skill Highlights

- Willing to learn & active listening
- Distribution and warehousing
- Teamwork

## Experience

### WAREHOUSE OPERATION – APRIL 2019-OCTOBER 2021

#### Athanickal agro agencies

- Arrangement of stores with proper identification and location
- Handling incoming and outgoing couriers to warehouse
- Manage the relationship with suppliers
- Perform basic office task like filling data entry
- Posting and processing journal entries to ensure all business transation
- Prepare income tax returns and corpoarate reportings requirements are recorded
- Generating invoice
- Maintaining petty cash
- Handling mis

### SALES EXECUTIVE-JANUARY 2022 JUNE 2023

#### Muthoot vehicle & asset finance ltd

- Establishing new business links
- Sale reporting and reviewing performance
- Working towards achieving the sale target
- Take feedback from customers and share it with support teams

## Education

- Bachelor of Commerce -July2015-March2018

### ST:Marys College Thurithipilly

- Diploma Logistics Management-October2018-March2019

### Kerala Institute of Tourism And Travel